

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Executive Registry

77-292

January 28, 1977

Mrs. Jeanne Davis
Staff Secretary
National Security Council
The White House
Washington, D. C. 20506

Dear Jeanne:

To confirm your conversation of yesterday, it will avoid some confusion here if all transmittals of information by phone or note concerning NSC scheduling are directed to my office. Also, advice from your staff that a "paper is coming" or you have something there that requires immediate pickup should be conveyed to us.

I have passed the word here to [] (O/DDI) and others on these arrangements and asked the IC, NIO, DDI, and other staffs who may have calendar, attendance, or administrative inquiries to consult my office first. If we don't have the answer, we will contact you.

Our "normal" working day is from 0745 to 1800 and often later. Someone is always here on Saturday morning; and during the remainder of the weekend or on holidays, your office knows how to convey information and materials to our Operations Center for appropriate action.

Sincerely,

[]
B. C. Evans
Executive Secretary

P. S. As you know, you can reach us on [] or [] Also, our "gray" phone number here is [] and you can get me on that line by asking the operator on your secure phone to connect you. If your office wants to have a private talk re this scheduling information, we will count on you to "whistle," since we plan to have a secretary on the line to record the details.

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